

230

IC STAFF
Routing Slip

TO:	ACTION	COORD	INFO
EO/ICS			
D/ICS			X
DD/ICS			X
EA-D/ICS			M
SA-D/ICS-EP			
CIPC			
LL			
PPS			
PBS			
COMIREX			
SIGINT			
HUMINT			
FIPC			
IHC			
SECOM			
CCIS			
SECRETARIAT			
SUPPORT	X		
REGISTRY <i>file</i>			
DDCI			
SUSPENSE: <u>30 Jun 83</u> Date			
REMARKS:			

S-E-C-R-E-T

LOGGED

19 JUN 1983

7 June 1983

LOGGED

Cont

19 JUN 1983

MEMORANDUM FOR: See Distribution

FROM:

Chief, Procurement Division, OL

25X1

SUBJECT: FY 1984 Service Contracts

REFERENCE:

25X1

1. In accordance with [redacted] dated 9 October 1980, an advance Form 2420, Request for Procurement Services, should be submitted to Procurement Division, OL, by 30 June 1983, citing funds to be made available in the forthcoming fiscal year. This commitment of funds, made via the advance Form 2420 budget certification, will carry the caveat, "Subject to the availability of funds." Unless specifically advised in writing to the contrary, the contracting officer will accept the advance Form 2420 as a commitment document as soon as this Agency receives its annual appropriation, and without reference to a second confirming Form 2420 certifying that funds are available.

25X1

2. In order to effect timely renewal of your requests for annual service contracts that are to become effective 1 October 1983, a listing of current fiscal year 1983 Service Contracts is attached for your information and aid in preparation of FY-84 service contract requests.

3. In the event that renewal is not to be requested for a current Fiscal Year 1983 Service Contract, it is requested that your office advise Procurement Division in writing by 15 August 1983, in order to allow for notification of non-renewal to the incumbent contractor.

25X1

Attachment
As Stated

UNCLASSIFIED UPON REMOVAL
FROM ATTACHMENTS

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

25X1

S-E-C-R-E-T

OL-12051-83

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SECRET

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INTELLIGENCE COMMUNITY STAFF

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IBM CORPORATION OFFICE PRODUC*
ROYAL BUSINESS MACHINES INCOR*
XEROX CORPORATION
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